



JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LABOR & ECONOMIC GROWTH
LANSING

KEITH W. COOLEY
DIRECTOR

**STATE BOUNDARY COMMISSION
BUREAU OF CONSTRUCTION CODES**

Meeting Location:
2501 Woodlake Circle - Conference Room 3/First Floor
Okemos, Michigan 48864

MINUTES
November 13, 2008

ADMINISTRATIVE MEETING

MEMBERS PRESENT

Mr. Kenneth VerBurg, Chairman
Ms. Ruth Ann Jamnick, State Commissioner
Mr. Cameron Priebe, State Commissioner

DEPARTMENT OF LABOR & ECONOMIC GROWTH PERSONNEL ATTENDING

Mrs. Christine Holmes, Commission Specialist, Office of Land Survey and Remonumentation
Mr. Keith Lambert, P.S., Director of Office of Land Survey and Remonumentation
Mr. Nicholas Clever, P.S., Office of Land Survey and Remonumentation
Mrs. Alice McGowan, Secretary, Office of Land Survey and Remonumentation
Ms. Beth Aben, Deputy Director, Bureau of Construction Codes

OTHERS

Mr. George Elworth, Asst. Attorney General, Finance Division, Department of Attorney General
Ms. Barbara Brown, Asst. Attorney General, Finance Division, Department of Attorney General

1. CALL TO ORDER AND DETERMINATION OF QUORUM

Chairman VerBurg called the meeting to order at approximately 5:00 p.m. and read the Opening Statement. A quorum was determined present at that time.

2. APPROVAL OF AGENDA

A **MOTION** was made by Commissioner Jamnick and supported by Commissioner Priebe to approve the November agenda for the Administrative Meeting. **MOTION CARRIED.**

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3. APPROVAL OF DRAFT MINUTES

- a. A **MOTION** was made by Commissioner Priebe and supported by Commissioner Jamnick to approve the May 15, 2008 Draft Minutes of an Administrative Meeting. **MOTION CARRIED.**
- b. A **MOTION** was made by Commissioner Jamnick and supported by Commissioner Jamnick to approve the August 21, 2008 Draft Minutes of Other Business. **MOTION CARRIED.**
- c. A **MOTION** was made by Commissioner Jamnick and supported by Commissioner Priebe to approve the September 18, 2008 Draft Minutes of an Administrative Meeting. **MOTION CARRIED.**

4. DISCUSSION ON NEW FORMAT FOR AGENDAS AND MINUTES

Chairman VerBurg recapped the status on the new format for preparation of meeting agendas and minutes, and the approval of minutes. George Elworth and Beth Aben concurred with the Chairman's report. Discussion ensued.

5. APPROVAL OF 2009 MEETING SCHEDULE

A **MOTION** was made by Commissioner Jamnick and supported by Commissioner Priebe to approve the 2009 meeting schedule. **MOTION CARRIED.**

6. PUBLIC COMMENT

None.

7. OTHER BUSINESS

None.

8. ADJOURNMENT

Chairman VerBurg adjourned this session at approximately 5:25 p.m.

APPROVED:

Kenneth VerBurg, Chairman
State Boundary Commission

Date